

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

**DEPUTY AIR POLLUTION OFFICER
(PLANNING/POLICY/OUTREACH)**

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Process in the vacancy announcement.

Instructions: Please respond to each of the following questions below. Please limit your responses to one page per question. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.

Please be advised that the information you provide will be evaluated “as is” and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your education and training that qualifies you for this position.
2. Please describe your experience in managing environmental quality and related technical and support programs and activities including a description of the goals of these programs and the specific actions you took to achieve these goals. Specifically, identify any experience related to air quality management dealing with California air quality standards and regulations. Include in your answer the organization where you gained your experience, your role in the organization, your job title, length of time in years/months, and a brief but complete description of **your** duties and responsibilities.
3. Please describe your management experience. Include in your answer the organization where you gained your experience, your role in the organization, your job title, the levels of management above and below you, length of time in years/months, and a brief but complete description of **your** duties and responsibilities.
4. Please describe your experience developing and executing policies related to air quality management. Identify specific policies in which you were the principal author or authority. Include a general description of the policy, the purpose, the affected parties, impact on other government agencies, and challenges in the development or implementation process.
5. Please describe your experience providing advisement to public agency governing boards. Provide a description of the governing board and examples that illustrate the level of advisement you provided.

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: _____

DATE: _____